

The Fort Bliss NCOA Basic Leader Course

STUDENT GUIDE

“BY EXAMPLE!”

Proponent: The proponent for this student guide is the Commandant, Fort Bliss NCOA. **Effective Date:** 30 October 2018

Commandant
Fort Bliss NCOA (BLC)
Building 2E, Sheridan Road
Fort Bliss, Texas 79916-6501

The Fort Bliss NCO Academy Student Guide

POC phone number: COM: (915) 568-4744

World Wide Web: This student guide can be downloaded from:



Fort Bliss NCOA website: <http://ncolcoe.armylive.dodlive.mil/warrior-leaders-course/>

Fort Bliss NCOA ACT community website:

[https://actnow.army.mil/communities/service/html/communityview?communityUuid=f6](https://actnow.army.mil/communities/service/html/communityview?communityUuid=f615bd80-3382-4413-a19d-6e0277fd429f)

[15bd80-3382-4413-a19d-6e0277fd429f](https://actnow.army.mil/communities/service/html/communityview?communityUuid=f615bd80-3382-4413-a19d-6e0277fd429f)

Fort Bliss NCOA Student Milsuite Page: [https://www.milsuite.mil/book/groups/fort-bliss-](https://www.milsuite.mil/book/groups/fort-bliss-nco-academy-ble)

[nco-academy-ble](https://www.milsuite.mil/book/groups/fort-bliss-nco-academy-ble)

Fort Bliss Facebook Page: <https://www.facebook.com/fortblissncoa/>



(CAC login required)

Send comments and/or recommendations for changes or additions to the proponent listed above. Comments are welcome either written, e-mail, or telephonically.

Purpose: The purpose of this student guide is to provide a single-source document outlining policies and procedures for students/learners reporting to and attending the BLC. All students must carefully read this guide; students are responsible for being familiar with its contents and for compliance within 24 hours after arrival at the NCOA. Failure to comply with the policies or procedures contained herein could result in an early release from the Academy.

Gender: The words “He” or “His” when used in this publication represents both masculine and feminine genders.

Distribution: One copy per student is provided on the first day of the BLC training cycle along with other course related equipment and material.

Student Guide Approval: This student guide has been approved by the proponent listed above.

US ARMY NCO ACADEMY

The background of the page features a large, stylized torch logo. The torch is blue with a yellow flame and is set against a shield with yellow, blue, and red sections. A banner at the bottom reads "US ARMY NCO ACADEMY".

COMMANDANT'S WELCOME LETTER NCO CREED

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DEPARTMENT OF THE ARMY
UNITED STATES ARMY NONCOMMISSIONED OFFICER ACADEMY
2E SHERIDAN RD
FORT BLISS, TX 79916-6501

ATSS-CDA

30 October 2018

MEMORANDUM FOR STUDENTS

SUBJECT: Welcome Letter

1. Congratulations on your selection and welcome to the Fort Bliss Noncommissioned Officer Academy (NCOA). Your selection indicates the Army's trust and confidence in your potential leadership ability to serve in positions of greater responsibility. Our goal and mission, while you are assigned to the NCOA, are to provide excellent academic and performance based assessments in an adult-learning environment to develop competent, confident, well trained, and educated small unit leaders.
2. The NCOA is committed to providing you with an excellent training experience. Our facilitators will treat each Soldier as a member of the team, challenge you mentally, physically and treat you with dignity and respect. We accept the challenge in academic and performance oriented excellence and graduate students to the greatest extent possible. We pledge to sharpen your existing leader and war fighting skills, teach and instill the Warrior Ethos: while ingraining the seven core Army Values and enhancing your ability to motivate, train, and lead Soldiers.
3. A positive attitude, effective time management skills, and good study habits are great attributes to possess; however, it is up to you to achieve excellence. Upon graduation, your "tool box" will be full of current and relevant information to pass on to those you lead. We hope you will confidently accept more challenging leadership positions that attest to your professional development.
4. This is probably one of the few opportunities you will have to work closely with Soldiers from all branches of the Army in addition to our International Partners, so take full advantage of it and get to know as many of your peers as you can. Understanding our differences makes us a much stronger Army!
5. Make the most of your experience at the Academy and good luck during the challenging days ahead.
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///Original Signed///
PATRICK KELLY
CSM, USA
Commandant

US ARMY NCO ACADEMY

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CREED OF THE NONCOMMISSIONED OFFICER



No one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind—accomplishment of my mission and the welfare of my soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!



TODAY



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CHAPTER 1

GENERAL INFORMATION

COURSE OVERVIEW: The Basic Leader Course (BLC) is the institutional first step in the Noncommissioned Officer Professional Development System (NCOPDS). The BLC is a 22-academic day course consisting of 169 academic hours within the Program of Instruction (POI). This is non-MOS specific, taught in a non-live-in environment using classroom instruction six days a week. Instruction at the BLC is accomplished through the use of the Army Experiential Learning Model (ELM) methodology. Lessons are facilitated in a small group setting with a collaborative approach, which allows the Soldiers to discover information and then apply it to new and ambiguous situations. Lessons include critical and creative thinking activities and exercises, which aid in learning. The BLC produces competent junior NCOs who are qualified team/section/squad leaders, trainers of leader and warfighting skills. The NCOA graduates are teachers of leader tasks, knowledge and attributes; they are evaluators and counselors who conduct and participate in individual and collective training. BLC instills self-discipline, professional ethics and establishes the foundation for follow-on training in leader development.

1-1. PURPOSE: This guide outlines applicable policies and procedures for students reporting the Noncommissioned Officers Academy (NCOA). **All students will read this guide.** Students are responsible for complying with its contents prior to attending, but not later than 24 hours of arrival at the NCO Academy. Failure to comply with the policies or procedures contained herein could result in an early release from the course.

1-2. THE ARMY LEARNING MODEL & CURRICULUM: The Army has shifted its classroom learning from an instructor-centered, lecture-based method to a Learner-centered, experiential methodology that engages the Learners in collaborative practical and problem solving exercises that are relevant to their work environment and provides an opportunity to develop critical 21st Century Soldier Competencies such as initiative, critical thinking, teamwork, and accountability along with the learning content. The POI contains four phases of instruction: Foundations Phase, Leadership Phase, Readiness Phase and Assessment Phase. The Noncommissioned Officer Leader Center of Excellence (NCOL CoE) designed an educational philosophy to challenge the student/ Learners with a thorough academic regime. The POI enhances those skills with which student/ Learners are familiar and develops new skills that student/ Learners will need to perform their duties as Noncommissioned Officers. The BLC focuses on six Leader Core Competencies (LCC). These competencies are Readiness, Leadership, Training Management, Communications, Operations, and Program Management. BLC is designed to build basic leader and trainer skills needed to lead a team size element; while providing the foundation for further development along the PME learning continuum.

1-3. DUTY UNIFORM: The duty uniform for the BLC is the Operational Camouflage Pattern (OCP) with Patrol Cap. (NOTE: ASU will be worn for graduation). Uniform and grooming standards will be enforced per AR 670-1. A complete Improved Army Physical Fitness Uniform (IPFU) will be required IAW the NCOA training schedule.

1-4. PRIVATELY OWNED VEHICLES (POV): Students are allowed to bring their POVs to the Basic Leader Course. During in processing, BLC Small Group Leaders will counsel students on the NCOA parking policy and designated areas. Students will park only in the designated parking areas while attending the course. POVs must meet post and state safety inspection and installation registration requirements.

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1-5. CELL PHONES: Students may bring personal cell phones; however, they can only be used on the students' evening personal time and/or in the designated break areas. Cell phones may be carried and used as necessary when directed by NCOA leadership. **AT NO TIME ARE CELL PHONES ALLOWED DURING ANY ASSESSMENT.**

1-6. STUDENT PAY: The parent unit has the responsibility for all pay issues. Should you fail to receive your pay on payday, notify your sponsor, Small Group Leader (SGL), and/or parent unit for assistance.

1-7. RELIGIOUS SERVICES: The Fort Bliss area offers several religious services at different locations. Information on these locations and times can be obtained from the Fort Bliss CHAPLAINS FAMILY LIFE CENTER, Building 448. Family Life Chaplain (915-568-2623). Chaplain Assistant (915-568-8251). Students do not receive academic training on Sunday and are afforded every opportunity to attend religious services on their own time.

1-8. VALUABLES: You are reminded that the safekeeping of valuables is a personal responsibility. It is recommended that high dollar personal valuables not be brought to the Academy.

1-9. MEDICAL AND DENTAL TREATMENT: Students needing to go on sick call will report to their SGL, or NCOA Staff Duty NCO (SDNCO) to receive a sick call slip. Students will be treated at the Fort Bliss TMC. Sick call slips will be returned to the SGL immediately upon returning from sick call. Students assigned to a Fort Bliss unit will be transported to sick call by their sponsor. TDY students will be transported by the SDNCO. Students are not required to bring their health and dental records with them to the course. The uniform for sick call is the duty uniform. Emergency treatment is available at William Beaumont Army Medical Center 24 hours a day, and those students requiring emergency treatment will report to the SDNCO located in Building 1005 (NCOA Barracks).

1-10. LAUNDRY: Laundry rooms are located in Buildings 1005 and 1006. Washers and dryers are provided for TDY students. **Only liquid detergent will be used.** Do not bring powder detergent. Powder detergents clog and damage the machines. The laundry room will be cleaned daily as per the Barracks SOP.

1-11. OFFICES: All NCOA offices are OFF LIMITS to students except when directed to report by the NCOA Leadership.

1-12. VISITATION: Unit chain of command and sponsors are highly encouraged to visit students. Prior authorization from the Chief of Training (COT) or Deputy Commandant must be obtained 48 hours prior to the actual visit. During the APFT, sponsors and chain of commands can attend this event as a spectator only.

1-13. ENROLLMENT REQUIREMENTS:

a. All Soldiers attending BLC must meet the physical readiness standards of and body fat composition standards of AR 350-1 and in accordance with AR 600-9 and FM 7-22. Soldier flagged for Army Physical Fitness Test (APFT) failure or body fat composition will not be selected, scheduled, or attend BLC. Soldiers attending the course must be administered the APFT (for record) as a course requirement within 60 days of report date of the course.

b. Soldiers must have no suspension of favorable personnel actions (flags).

c. Soldiers must have all profiles approved by their Commander prior to enrollment.

d. Structured Self Development 1 Completion (DA Form 87) Certificate of Training.

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- e. Completed Periodic Health Assessment (PHA) within 12 months of course start date.
- f. Soldier failing to meet the course enrollment requirements will be denied enrollment.

1-14. PHYSICAL PROFILES: Students must be able to meet the physical requirements within the limitations of their profile listed below:

a. Soldiers with medical profiles due to operational deployment will be permitted by their immediate commanders to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the aforementioned courses of instruction with a copy of their current profile and a memorandum signed by their commander stating the profile has been continuous and is a result of injuries sustained due to operational deployment.

b. Soldiers with temporary profiles preventing full participation in a course that are not a result of operational deployment will be removed or deferred from school attendance consideration by their immediate commander until the temporary profile is removed.

c. Soldiers with a permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend courses (to include PME) and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349 and the results of their MOS Administrative Retention Review as part of the course application.

d. Soldiers who have been before an MOS Administrative Retention Review and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not disenroll nor deny enrollment of Soldiers into the training based on physical limiting conditions on their physical profile in accordance with MOS Administrative Retention Review adjudication.

e. Soldiers retained through the Continuation on Active Duty/Continuation on Active Reserve process are eligible to attend courses (to include PME) and train within the limits of their physical profile (DA Form 3349).

f. Soldiers receiving temporary or permanent physical profile limitations after enrollment into BLC will be evaluated by the Commandant for continued enrollment. Soldiers who:

(1) Have met, or will be able to meet graduation requirements, will continue to be trained within the limits of their profile.

(2) Are unable to meet graduation requirements will return to their unit or proceed to their PCS unit, and may, if eligible, be enrolled in a later course.

1-15. STUDENT GUIDE DISTRIBUTION: The student guide is provided online at the Fort Bliss Noncommissioned Officer Academy Official Website: <http://ncolcoe.armylive.dodlive.mil/warrior-leaders-course/>

1-16. NCOA CONTACT NUMBERS:

NCOA Student Records	Comm. (915)-568-1529
Chief of Training (COT)	Comm. (915)-568-4744
BLC Operations	Comm. (915)-568-2160
NCOA Staff Duty	Cell. (915)-780-9620

1-17. ADDITIONAL INFORMATION AND RESOURCES:

Fort Bliss NCOA ACT community website:

<https://actnow.army.mil/communities/service/html/communityview?communityUuid=f615bd80-3382-4413-a19d-6e0277fd429f>

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Download the Army Digital Rucksack that complements the Army Career Tracker (ACT) from your mobile phone inside your App Store application. This Application will provide students reach back capabilities to current doctrine. This will also provide access to learning and development tools focused on self-development, experiential learning, education and credentialing opportunities while attending BLC. For instruction see attachment at the end of this guide.

Fort Bliss NCOA BLC milsuite page: <https://www.milsuite.mil/book/groups/fort-bliss-nco-academy-blc>

Follow us on Facebook at: <https://www.facebook.com/fortblissncoa/>

1-18. REPORTING AND INPROCESSING:

a. When attending BLC, report to the Fort Bliss NCOA, Sage Hall Building 311, Pershing Road at 0700 hours on Day Zero in OCP with your sponsor. NCOA staff will not be present until 0730 hours. At 0800 hours all students will be verified from the current ATTRS list and must have the following:

- (1) Unit Pre-execution checklist (TRADOC Form 350-18-2-R-E: APR 2018)
- (2) DA Form 705 Record Pass (within 60 days of report date)
- (3) DA Form 5500/5501 Pass (within 60 day of report date)
- (4) Completed Periodic health Assessments (PHA) within 12 months of report date
- (5) Current ID card (CAC w/Pin).
- (6) Current SRB within 30 days.
- (7) Unit issued Meal Card (Non TDY students)
- (8) SSD 1 DA Form 87 Certificate of Training
- (9) Copy of DD Form 1610 (TDY only)
- (10) Copy of any physical profile signed by approval authority

b. An inventory of the Fort Bliss Packing List items will be conducted. **(Students are not allowed to share or distribute extra gear or packing list items during this in-processing inventory).** Students reporting without a complete inventory will must obtain missing items within 72 hours.

c. Soldiers attending the BLC on TDY status from installations other than Fort Bliss will report to the NCOA SDNCO located in building 1005 on Carter Road. If applicable, students are responsible for their own transportation from local airports, train stations, and bus stations to the Academy. The NCOA SDNCO will assign quarters and issue instructions to TDY students after they report. TDY students require the same documentation and items as listed in paragraph 1-18a.

d. Barracks rooms and linen issued (as required) to TDY only.

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CHAPTER 2

STUDENT ADMINISTRATION

2-1. STUDENT CONDUCT: The NCOA trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions and directives. It is the student's responsibility to maintain this standard during the course of instruction and throughout their military career. While on and off duty, you will maintain high standards of appearance and conduct. Misconduct of any type, no matter how small, may result in an immediate disciplinary dismissal. In addition to other standards specifically listed in this guide, note the following:

- a. Gambling of any kind is prohibited.
- b. Pornographic and offensive material of any type is not authorized.
- c. Use of tobacco products (to include electronic cigarettes and cigars) is limited to designated smoking areas.
- d. Students are responsible for complying with information outlined on the training schedule.
- e. A Students caught lying to cadre or cheating will be processed for disciplinary release/Honor violation.
- f. Students will not acquire or provide inappropriate assistance before or during any assessment throughout the course except as instructed (i.e. group activities) and report any such inappropriate assistance before, during, or after any assessment administration. You cannot copy, receive, or use another Soldier's work; all work submitted must be your own original work.
- g. In accordance with the BLC Course Management Plan and The U.S. Army Learning Concept for Training and Education 2020 - 2040, it is your responsibility, as a student, to properly prepare for the next day's lessons by completing all required research, reading, or other homework assignments. Your preparation is essential to a successful learning environment. Failure to prepare for class could result in negative performance counseling, a poor rating on classroom participation, a marginal or unsatisfactory performance rating on the DA Form 1059, or possibly a dismissal from the course for academic deficiency, negative attitude, or lack of motivation.

2-2. FRATERNIZATION AND HARASSMENT:

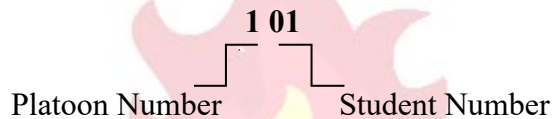
a. **Fraternization:** Acts of sexual intercourse, sexual intimacy, or other physical touching of a romantic or sexual nature, or public displays of affection among/between students and/or staff members of the same or opposite sex on or off post, during or after duty hours; Any other acts of association by or between staff members and students whether on or off post, during or after duty hours, which pursuant to Article 134, UCMJ are prejudicial to good order or discipline or tend to bring discredit to the NCOA and the NCO CORPS.

b. **Harassment:** Harassment of individuals based on their sex, race, color of skin, age, disability, national origin, religion, or creed is a violation of the Civil rights Act of 1964. Harassment violates the fundamental policy to provide equal opportunity and equal treatment to personnel. Military personnel have a grave responsibility under the policies of the Department of Army and Air Force, the Federal Code of Ethics and the Civil Rights Act for maintaining high standards of honesty, integrity, impartiality and conduct to assure proper performance of the government business and the maintenance of public interest. Personal conduct that violates these policies or standards will not be tolerated.

2-3. STUDENT ASSIGNMENT: During in processing, you will be assigned to a platoon and receive a "Student Number." It is very important that you place your student number, rank, and name on all correspondence while assigned to the Fort Bliss NCOA BLC. Unless otherwise directed, place this information in the top right corner when filling out documents. This student ID number is comprised of your platoon number and student number. Also ensure your sponsor and appropriate members of your assigned

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command know your roster number. Students will rotate classrooms throughout the phases of the course, but will maintain their original roster number.



2-4. UNIFORM AND EQUIPMENT: You are required to have certain items of clothing and equipment in your possession while at the Academy (see BLC universal packing list). Students requiring prescription eyewear must have their military issued glasses. An inventory will be conducted during your in processing to determine accountability and serviceability. The uniform for each day is indicated on the training schedule. Civilian clothes are allowed only during personal time, on non-scheduled academic days, and when specifically authorized by the Commandant.

2-5. TRAINING SCHEDULE: A copy of the training schedule is posted on the bulletin board in building 2E, 1st and 2nd floor to include in the barracks at building 1005. The training schedule is posted in every classroom and is available for viewing on the Academy website.

2-6. FORMATIONS:

- a. Students will march in formation to and from all training.
- b. SGLs are in charge of any marching element moving outside of the Academy grounds.
- c. Duty Platoon SSGL's and SGL's are responsible for the overall movement each training day.
- d. If a student is late to any formation (including any scheduled training event), he/she will receive developmental counseling and Corrective Action. If a student is late a second time, he/she will be considered for dismissal.
- e. Students should immediately call the SDNCO at (915) 780-9620 if they become aware of any unforeseen emergency circumstances that will cause them to be late. (Failure to set an alarm or improper planning on the part of the student will not be considered and unforeseen emergency circumstance)

2-7. CLASSROOM PROCEDURES: Classroom norms will be established by the SGL at the beginning of the course. A classroom leader will be appointed for each classroom and be responsible for greeting all visitors IAW SGL instructions. While the emphasis of the classroom conduct is to foster the best learning environment possible, students are expected to maintain their professionalism and military bearing at all times. Classrooms will be maintained in a high state of organization, cleanliness, and repair. Cursing, smoking, eating, and drinking in the classroom is prohibited except for specific items approved by the SGL. End of day procedures will be adhered to everyday as instructed by the SGL.

2-8. SAFETY:

- a. Safe training and training safety are not synonymous. Safe training is achieved by integrating safety in the planning, development, and conduct of training (ADP/ADRP 7-0). Leaders must commit to accomplishing the mission without unnecessarily jeopardizing lives and equipment. Leaders must recognize unsafe behavior while making prudent risk decisions and developing operational processes to minimize hazards. Force protection must be an integral part of mission accomplishment by including risk assessment and risk management in the decision making process. Risk assessment/management eliminates unnecessary risk, minimizes fratricide, and avoids accidental injury to Soldiers and damage to equipment. Force protection responsibilities continue around the clock, both on and off duty.
- b. Training safety consists of three interlocking tiers:

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(1) The Commandant: Validating soundness of training and evaluation plans for safety and resolving safety issues.

(2) The First Line Leader: Identifying necessary actions by responsible individuals, establishing a system to monitor training safety, and focusing on adherence to standards.

(3) The Individual: Looks after himself, others, and knows how to recognize unsafe conditions and acts.

2-9. BARRACKS: All TDY students will reside in the NCOA barracks until graduation or other periods as directed by the Academy First Sergeant. Your SGL's will explain specific standards for barracks maintenance and hygiene. Soldiers assigned to Fort Bliss who wish to reside in the Academy barracks during the course may do so on a case-by-case basis, however, they will abide by all barracks policies and will reside there for the duration. Students may, and are encouraged, especially if they reside off post, to utilize the barracks for personal hygiene after PRT. Those using the barracks will be responsible for cleaning prior to the next formation or at the time specified by the SGLs or the Academy First Sergeant.

a. Special Instructions:

(1) All inspectable areas such as rooms and common areas will be prepared for inspection prior to first formation daily.

(2) Brooms, mops, and cleaning materials will be kept in appropriate areas.

(3) Soldiers of opposite gender will not visit each other in barracks rooms unless it is official NCOA business conducted by the chain of command.

(4) Lights will be turned off when barracks are unoccupied. Student leaders will inform subordinates of the time and place of any evening details to be performed.

(5) Fire extinguishers will not be removed or tampered with.

(6) Unless changing in your assigned room, a complete and appropriate uniform will always be worn.

(7) Students will not leave the Academy area during duty hours for any reason unless authorized specifically by the SGL.

(8) Students will observe all proper customs and courtesies at all times. Whenever a Soldier of lesser rank is addressing a senior, that Soldier will assume the position of parade rest (if addressing an enlisted senior) or attention (if addressing an officer).

(9) Pocket sized radios, CD players or MP3 players are the only audible equipment authorized. They will only be used when inside the barracks during personal time with headphones. Larger radios are not authorized.

(10) No tobacco use in individual barracks rooms or common areas. Tobacco products will only be used in designated areas; this includes smokeless tobacco (dip).

(11) No Alcohol is permitted in the Barracks or on NCOA property.

(12) When room is unoccupied, all equipment and personal items will be put away and locked in wall lockers; furthermore, the room itself will be locked.

2-10. CRIME PREVENTION: Crime prevention is the responsibility of all personnel assigned to the Academy. Individuals are responsible for providing adequate locks for their wall lockers and duffel bags and must keep them locked when not in use. Individuals should not bring high dollar items. In the event of a break-in or theft, the individual suffering the loss should immediately report the loss to the SDNCO or other Cadre member and give all the details pertaining to the loss. Military Police are not notified without permission from the BLC COT, Deputy Commandant or Commandant except in cases of extreme emergency.

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CHAPTER 3

STUDENT ORGANIZATION

3-1. NCO SUPPORT CHANNEL: A student Chain of Command (COC) is designated and rotated periodically, allowing each student the opportunity to be assessed in a leadership positions. The student leaders are responsible for the actions of the students in their squad. Student leaders exercise normal authority and responsibilities in the execution of their appointed command functions. Students will cooperate and obey the orders of those appointed above them. Failure to cooperate with or disobeying directives from the student COC may result in adverse actions such as dismissal from the course or adverse comments entered on the student's Academic Evaluation Report.

- a. Academy NCO Chain of Command (from top down)
 - (1) Commandant
 - (2) Deputy Commandant
 - (3) BLC First Sergeant
 - (4) Chief of Training
 - (5) Senior Small Group Leader
 - (6) Small Group Leader
 - (7) Staff Duty NCO (SDNCO) during non-academic hours
- b. Student Chain of Command (from top down)
 - (1) First Sergeant
 - (2) Platoon Sergeant
 - (3) Squad Leader
 - (4) Team Leader
 - (5) Other(s) as appointed by the SGL

3-2. RESPONSIBILITIES: The SGLs are responsible for the overall administration, billeting, safety, messing and processing of all students. In addition, SGLs have the responsibility of conducting squad training and rendering assessments of the students to include making on the spot corrections and counseling. General student leadership responsibilities include:

- a. Attending all classes with their assigned small group.
- b. Organizing the student company for formation.
- c. Giving and receiving accurate accountability reports and accountability of students.
- d. Disseminating information down to the members of each team ensuring subordinate leaders are kept informed at all times.
- e. Movement when directed by the training schedule.
- f. Maintaining areas of responsibility to include barracks, classrooms, and outside/common areas.
- g. Ensuring equipment is properly stored or displayed IAW NCOA Barracks SOP.
- h. Reporting violations of instructions or policies to the facilitator's COC as soon as possible.
- i. Briefing the new student leader when leadership positions change.

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3-3. STUDENT FIRST SERGEANT: Students selected for this responsibility are chosen based upon their academic standing, initiative, motivation, and professionalism. In addition to the responsibilities listed above, other responsibilities include:

- a. Responsible for the police and orderliness of the Academy area as a whole.
- b. Having 100% accountability of platoon member at all times.
- c. Other responsibilities as directed by the facilitator COC.

3-4. STUDENT PLATOON SERGEANT: The same selection criteria as prescribed for the student first sergeant apply to the student platoon sergeant. Student platoon sergeants are assigned by the SSGLs. In addition to the duties listed under 3-5, other responsibilities include:

- a. Ensuring platoon members are awake at first call and preparing for formation.
- b. Having 100% accountability of platoon members at all times.
- c. Performing additional duties as directed by the facilitator COC.

3-5. STUDENT SQUAD/TEAM LEADER DUTIES: Squad Leader/Team Leader positions are assigned and assessed by the SGL. Responsibilities include:

- a. Keeping the student NCO Support Channel informed of squad/team members who need help with problems.
- b. Checking each member of the squad/team at first call to ensure that they are awake and preparing for first formation.
- c. Checking the squad/team at all formations to ensure that all members are present and in the proper uniform.
- d. Having 100% accountability of squad/team members at all times.
- e. Performing additional duties as directed by the facilitator COC.

All students must ensure that tasks are accomplished according to standards and strictly adhere to instructions from the student leadership. Students performing assignments in leadership positions must ensure that they are familiar with the duties required of the position to which they are assigned. Full cooperation of students is required at all times. **Disobedience or failure to respond to orders issued by a student leader could result in a disciplinary release from the course.** The students in leadership positions must bring any disobedience or noncompliance situation to the attention of the facilitator COC.

US ARMY NCO ACADEMY

"BY EXAMPLE!"

CHAPTER 4 ACADEMY STANDARDS

4-1. STANDARDS AND CONDUCT: The NCOA is dedicated to the principle of leading by example.

a. Military Courtesy: Students will maintain the highest standards of military courtesy while at the Academy. Appropriate greetings and courtesies of visiting officers and NCOs will be observed. One important exception is when classes are in progress. Under no circumstances will a class be disrupted for the purpose of courtesy. The priority of training takes precedence at the Academy and visitors will understand.

b. Personal Appearance: You are required to attain and maintain a high standard of appearance at all times. Strict adherence to standards outlined in AR 670-1 and 1st AD Standards Guide is the rule. There are no exceptions.

c. Honor Code: Honor is the guiding principle of every endeavor involving the profession of the Army. Integrity is a basic attribute demanded of every Noncommissioned Officer. This personal quality requires, among other things, that “Your work must be your own.” Performance assessments are given throughout the course. Each individual student prepares presentations. This work is assessed based on individual effort. Each student’s work will be entirely original in every manner. The copying of another student’s work violates the intent of the Honor Code. Students are encouraged to work together, utilizing the team concept; however, the final result will be original. The honor system does not cease with academic honor and integrity. It also applies to the observance and adherence to rules, regulations, and policies. To knowingly violate a rule, regulation or policy whether or not this violation is discovered, is a discredit to your word of honor. It is your responsibility as a student and as an NCO to report violations of rules, regulations, and policies immediately to the chain of command. Failure to do so is a violation of the Honor Code, and any violation of the Honor Code is grounds for dismissal.

4-2. COURSE GRADUATION CRITERIA AND REQUIREMENTS: There are six graded performance assessments that contribute to the overall student GPA and four mandatory Non-GPA assessments. Students who fail to achieve a 70% GPA by failing any assessment will participate in a Remedial Educational Assessment (REA). Students must achieve a 70% or higher on the following performance assessments to receive a “GO” rating:

a. GPA Performance Assessments

1. 1009S Public Speaking and Information Briefing
2. 1009W Assessing Writing, Compare and Contrast Essay
3. 1009W Assessing Writing, Informative Essay
4. Conduct Individual Training
5. Conduct Physical Readiness Training
6. Conduct Squad Drill

b. Non-GPA Performance Assessments

1. HT/WT Screening
2. APFT
3. 1009C Assessing Contribution to Group Work
4. 1009L Assessing Leadership
5. 1009W (Special) Assessing Reflective Writing
6. 100W (Special) Resume

4-3. REMEDIAL EDUCATIONAL ASSESSMENT (REA): The purpose of the REA is to serve as a “retest”

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and provide an opportunity for the student to improve their GPA to the graduation requirement of 70%. The REA is mandatory for Soldiers who fail to meet the minimum standard. The facilitator must counsel the student on the failure and the REA requirement. During the counseling, the facilitator discusses the reason for the failure and provides feedback to the student about how he or she can improve to meet the 70% standard. This counseling and feedback should be complete NLT 48 hours after the assessment is complete. It is the student's responsibility to acknowledge (in writing) the counseling and the facilitator feedback. It is the responsibility of the facilitator to ensure their feedback is sufficiently clear and understood by the student. When a student fails an assessment, the facilitator and student will participate in a mandatory study hall.

a. Soldiers are allowed no more than two REAs during their enrollment in the BLC; additional REAs are not authorized. Soldiers who require and pass a REA will receive the minimum passing score of 70% for that event and will automatically be removed from class honors consideration. The highest final grade for an assignment a student can obtain on a REA is 70% (regardless of the score obtained). If a student fails the REA or requires more than two REAs, they will be recommended for dismissal from BLC.

b. Remedial Education Assessments will occur anytime a student fails an assessment for the first time except for the 1009C Assessing Contribution to Group Work and the 1009L Assessing Leadership. Soldiers who fail a REA will be recommended for dismissal. The NCOA deputy commandant is the dismissal authority and the commandant is the appellate authority for all dismissals. Facilitators will conduct the REA after necessary retraining/study hall. Any REA should be accomplished outside of the course hours to preclude the student missing any scheduled classes.

4-4. INSPECTIONS: Military inspections are required to ensure adherence to standards and overall preparedness. BLC cadre and Learner leaders will conduct in-ranks, classroom, standby, and barracks (for safety and general cleanliness only) inspections –announced and unannounced. Students will be properly prepared for inspections at all times while attending the course.

4-5. FORMATIONS: Formations are conducted IAW TC 3-21.5 and occur at designated or unannounced times. Attendance is mandatory and only the facilitator can authorize an absence. Under normal conditions, students will march at the position of attention. When uneven surface conditions exist, formations are marched at “At Ease” or “Route Step.” Horseplay or unprofessional conduct will not be tolerated under any circumstance.

4-6. STUDENT COUNSELING: Students will receive at a minimum the following counseling's while attending BLC:

a. Initial Counseling. (reception and integration) The SGL should determine whether or not a Soldier has any personal problems or outside distracters that would interfere with the course completion.

b. Performance Oriented Counseling. Adverse or other event oriented counseling is only given if the situation warrants.

c. Comprehensive End-Of-Course-Developmental Counseling.

d. Developmental Action Plan (DAP): The SGL will consolidate and analyze student performance assessments near the end of the course and provide students documented feedback in the form of a Developmental Action Plan. The DAP will identify the student's strengths, weaknesses, and developmental needs.

e. Spot Report: A type of counseling. It is an “on the spot” counseling used to conduct immediate written counseling for both positive and negative events. Facilitators may issue positive spot reports or conduct adverse counseling as warranted within 72 hours of the infraction. Students with negative counseling or adverse spot reports are not eligible for achievement awards or graduation honors.

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4-7. PASS PRIVILEGES: Passes are **NOT** granted during attendance at the NCOA. During training holidays/federal holidays, students may be granted Commandant's Time. It is the responsibility of the student to report to their unit and complete all necessary paperwork to initiate and/or be granted a pass prior to the holiday weekend. In the event of a serious incident taking place due to failure to follow proper protocol, the student's chain of command will be notified, and they may be recommended for dismissal from the Basic Leader Course. If there are any questions concerning pass privileges for scheduled holidays do not hesitate to ask your SGL.

4-8. LEAVES: Individuals departing on emergency leave will receive an administrative release. The student's parent organization is responsible for preparing and processing the leave request.

4-9. MEALS: Small Group Leaders will release students for meals IAW the BLC training schedule. The students will choose where to consume their meals on the installation, but are required to return to the academy NLT the time designated on the training schedule. At no time, will students be allowed to leave the installation during the duty hours to pick-up or consume their meals. TDY students will be issued a government meal card from this NCOA. Students assigned to Fort Bliss will need to obtain a meal card from their parent unit.

4-10. SERVICE SCHOOL ACADEMIC EVALUATION REPORT (DA FORM 1059): The Academic Evaluation Report (AER) is designed to portray the accomplishment and the leadership potential that an individual demonstrates while attending the NCOA. A maximum of 20% of class enrollment may have block 11A, "Exceeded Course Standards" annotated on their AER. The Academy prepares the AER immediately prior to graduation or in conjunction with dismissal. The student must ensure that they have a copy of the AER in possession prior to departing the Academy area. It is the student's responsibility to ensure all personal data is correct on the AER prior to leaving the Academy area.

a. EXCEEDED Course Standards: For students who achieve a first time go on all performance evaluations, receives a "Superior" rating in the four demonstrated abilities rated areas of the AER, and achieves an overall cumulative average of over 90% without any REAs or adverse developmental counseling. (Will not exceed 20% of the class enrollment.)

NOTE: If more than 20% of the students exceed course standards, use the student's grade point averages in ascending order to determine standing. In the event of a tie, the commandant will establish a board or a competitive exercise as a tiebreaker for these honors.

b. ACHIEVED Course Standards: For students who achieve course standards but do not meet the criteria of "Exceeded Course Standards".

c. marginally ACHIEVED Course Standards: Such AERs will be referred to the rated Soldier or student by the reviewing official for acknowledgment and an opportunity to comment before being submitted to HQDA. (Detailed instructions and process for handling referred AERs are in DA Pam 623-3).

d. FAILED TO ACHIEVE Course Standards: For students who failed to achieve the minimum course standards.

4-11. STUDY HALL: Students who need additional assistance are encouraged to attend study hall at the times listed on the training schedule to prepare for the next day of training. No one is excused from this study hall without the approval of the Commandant.

a. The Commandant directs that only those students who fall in the categories listed below attend a one-

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hour mandatory study hall as annotated on the training schedule:

- (1) Students who fail an assessment for the first time.
- (2) Students whose academic average falls below 76 %.
- (3) When SGLs have determined a student has poor study habits or is having difficulty retaining information.

(4) Students who are not adequately preparing themselves for the next day's training as identified by their SGL.

4-12. ATTENDANCE: Disciplinary elimination will result from any unauthorized absences after being late for formation two times. Attendance at all classes is mandatory. Soldiers cannot miss any graduation requirements. Students missing class must make the material up on their own prior to graduation, if the Commandant feels you cannot make up the time you may be considered for release from the course. Attendance at training events is mandatory for all students. Any student who has an official or medical appointment, quarters, or any emergency that causes him to miss **four or more academic hours** (special circumstances will be considered on a case-by-case basis by the Commandant) of programmed instruction will be considered for release from the course. All training is critical and time does not permit the student to recover before moving on to next subject.

4-13. COMPLAINTS AND GRIEVANCES: Students should address complaints and grievances to their SGLs, SSGL or the Chief of Training (COT) at any time. Every effort will be made to resolve issues at the lowest level possible. The Commandant's Open Door Policy applies to all students enrolled in the course. Should a student's concerns not be resolved while utilizing the NCO Academy facilitator chain of command, they may request to speak with the Commandant. No student will be denied the right to speak with the Commandant IAW his Open Door Policy, nor will there be any repercussions for such a request.



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CHAPTER 5

ACADEMIC AND PERFORMANCE HONORS

5-1. NCOA HONORS: Not more than 20% of the class enrollment, based upon the criteria listed below will be selected for the academic and performance honors. Students who require and pass a REA will receive the minimum passing score of 70% for that event and will automatically be removed from class honors consideration. These awards are described below. Each awardee will have special annotations made on their AER.

- a. Commandant's List:** This list will not exceed 20% of the class enrollment. This percentage includes the distinguished honor graduate. These graduates must have an "Exceeded Course Standards" rating in block 11a of the AER without any REAs or adverse developmental counseling.
- b. Distinguished Leadership Award:** There is only one leadership award recipient. Eligible nominees must appear before a board. The board will designate the leadership award to the nominee who receives the board's highest evaluation. The nominee must meet the following prerequisites:
 - (1) Received no adverse developmental counseling. Received a "Superior" rating in block 12c (Leadership Skills) of their AER.
 - (2) Selected by their peers with final recommendation by the facilitator.
- c. Distinguished Honor Graduate:** This graduate is the student who demonstrated superior academic achievement through the "Whole Soldier" concept. This graduate must meet the following prerequisites:
 - (1) All criteria for the commandant's list.
 - (2) Have highest overall academic grade point average (GPA).
 - (3) Have no adverse developmental counseling
- d. Male and Female Iron Sergeant:**
 - (1) Score 100 points on the push up event.
 - (2) Score 100 points on the sit up event.
 - (3) Score 100 points on the two mile run event.
 - (4) Received no adverse developmental counseling throughout the course.

NOTE: In the event of a tie, the Commandant will establish a board or a competitive exercise as a tiebreaker for these honors.

5-2. DISMISSALS:

a. Administrative: Administrative release from BLC is reviewed by the Deputy Commandant on a case-by-case basis and determined by the Commandant based on the Deputy Commandant's recommendations. Reasons for release include compassionate transfer, emergencies, unit recall or other reasons beyond the control of the student. The student is eligible to return to the course as soon as the situation is resolved. Administrative releases are not adverse in nature. Released students may return to the course as soon as the condition is resolved.

b. Medical: Medical release is a type of administrative release and is reviewed by the Deputy Commandant on a case-by-case basis. The Commandant determines the release based on the recommendation of the Deputy Commandant. Reasons for a medical release include injury or illness resulting in unreasonable delay and/or loss of training time, or being prohibited from participating in any required training. Medical releases are not adverse in nature. Released students may return to the course as soon as the condition is resolved.

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c. Academic: Academic release is based upon when a student fails to achieve course standard on an initial and REA for the same evaluation. Academic releases are considered adverse IAW AR 600-8-19. Students failing required NCOPDS for academic reasons will be removed from the promotion standing list. A student released for academic reasons is eligible to re-enroll after a period of six months for a first time dismissal or one year for a second time dismissal from the date of the executed DA Form 1059 and once the reason for the dismissal has been overcome. Students released for Academic reasons receive an AER with adverse comments.

d. Disciplinary: Disciplinary releases are reviewed by the Deputy Commandant on a case-by-case basis and are considered adverse in nature. The Commandant will determine release from the course based on the recommendation of the Deputy Commandant. Students released for disciplinary reasons are not allowed to return to any NCOPDS Course for a period of six months. Additionally, students eliminated for cause may be barred from reenlistment, receive non-judicial punishment, or be reclassified (Ref AR 350-1). Finally, the Soldier is removed from the promotion standing list (Ref AR 600-8-19) and receives an AER with adverse comments. Disciplinary releases include (but are not limited to):

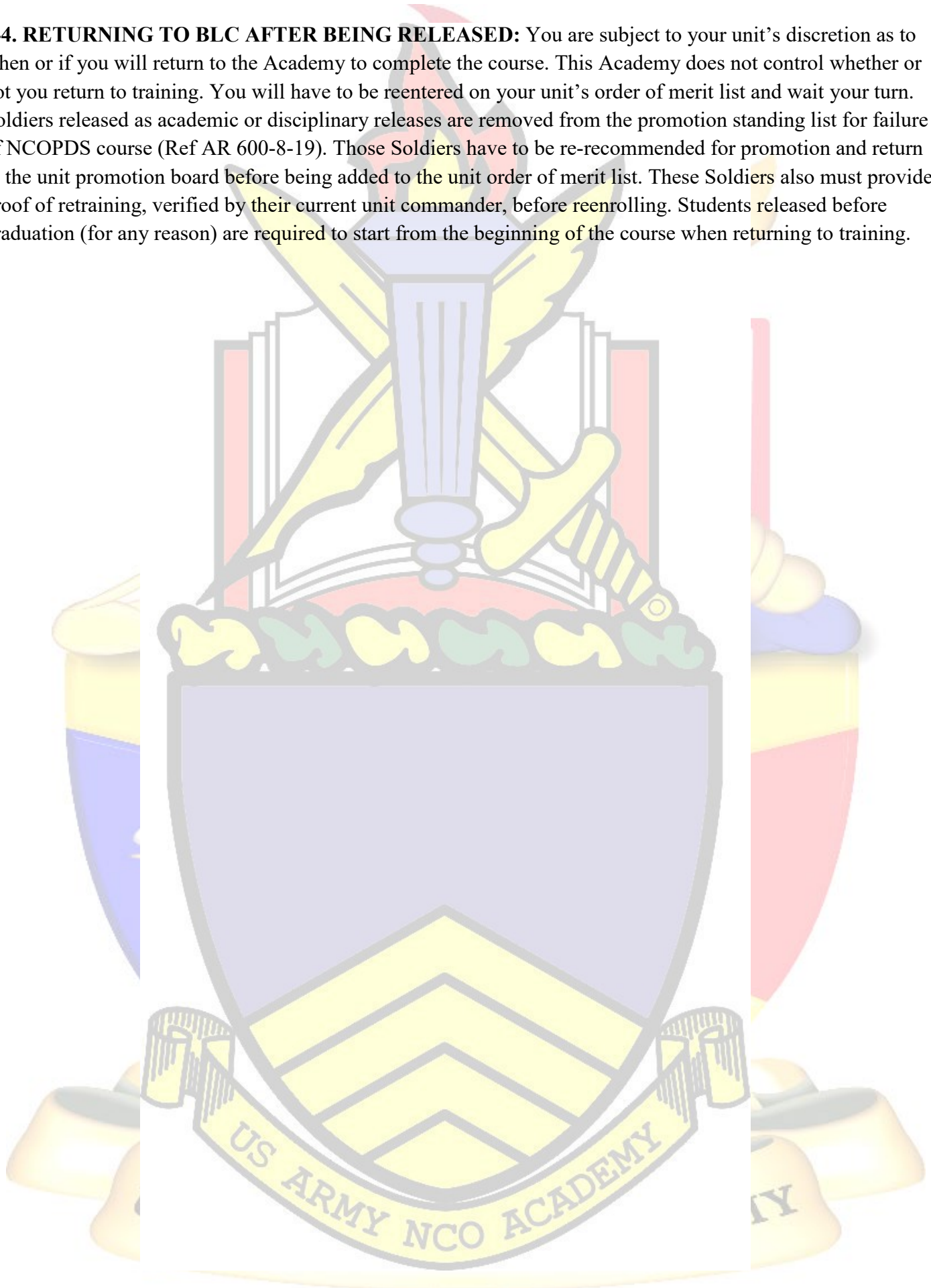
- (1) Violations of Academy policies or Army regulations.
- (2) Lack of self-discipline or motivation.
- (3) Conviction under the provisions of the Uniform Code of Military Justice (UCMJ) or conviction in civilian court (except for minor traffic violations).
- (4) Violations of the Student Honor Code System.
- (5) Any conduct unbecoming of a Noncommissioned Officer.
- (6) Absent from appointed place of duty, i.e. formation/classes etc.
- (7) A Student receiving excessive spot reports or adverse counseling (two or more) is considered a habitual offender and recommended for release from the course.
- (8) Any unsafe action that endangers self or another student, resulting in an injury or illness and/or loss of training time.
- (9) Other reasons as determined by the Deputy Commandant.

5-3. APPEALS PROCESS: Any student released from the course has a right to an appeal. An appeal is a written request to the Commandant to reconsider his decision to release the student from training. Other appeal information includes:

- a. The student will acknowledge by endorsement within two days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action.
- b. If a student elects to appeal, they immediately return to training until the matter is decided.
- c. If the student elects to appeal, they must submit an appeal statement within seven days after receipt of the written notification of dismissal action. Appeals will be submitted to the Chief of Training.
- d. After receiving the student's written request for an appeal, the Chief of Training submits the entire packet to the Staff Judge Advocate (SJA) for legal review.
- e. The SJA review is the attorney's opinion on the legality of the packet and the reasons for dismissal. It is not the final decision as to the disposition of the appeal, but rather an unbiased legal opinion based on the items included in the packet.
- f. After the SJA review, the Chief of Training hand-carries the entire packet to the Commandant. The Commandant reviews the packet, considers all mitigating circumstances presented by the student in the written appeal, and renders a final decision. The Commandant may choose to allow the student to remain in the course or dismiss the student from the course.

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5-4. RETURNING TO BLC AFTER BEING RELEASED: You are subject to your unit's discretion as to when or if you will return to the Academy to complete the course. This Academy does not control whether or not you return to training. You will have to be reentered on your unit's order of merit list and wait your turn. Soldiers released as academic or disciplinary releases are removed from the promotion standing list for failure of NCOPDS course (Ref AR 600-8-19). Those Soldiers have to be re-recommended for promotion and return to the unit promotion board before being added to the unit order of merit list. These Soldiers also must provide proof of retraining, verified by their current unit commander, before reenrolling. Students released before graduation (for any reason) are required to start from the beginning of the course when returning to training.



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CHAPTER 6 GRADUATION

6-1. OUT PROCESSING AND GRADUATION:

a. Outprocessing.

(1) Students will inventory and turn in their computers to their SGL. Students will be charged for all damaged or missing items. Students will receive their hand-receipt after being cleared or receiving a statement of charges.

(2) Students will clean all Academy areas to standard prior to being released for the graduation ceremony. This includes (but not limited to) barracks, classrooms, latrines, laundry rooms, outside areas, and police call areas.

(3) Following the barracks clearance by the NCOA Supply SGT/SGL the student will be provided with their DA Form 1059.

NOTE: Equipment drawn from the Academy supply room will be cleaned and returned to the supply room prior to graduation, minus those items needed for graduation. Barracks, classrooms, and common areas will be cleaned and inspected prior to departure for the graduation ceremony.

b. Graduation: Upon satisfactory completion of the BLC, a graduation ceremony is held to recognize those students who have successfully met all course requirements. Upon graduation, each student receives:

- (1) Academic Evaluation Report (DA Form 1059)
- (2) Certificate of Graduation
- (3) Addendum packet from their Small Group Leader

Graduation time and place will be put out NLT one week and it is the student's responsibility to notify his/her unit as to the location and time.

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Fort Bliss NCOA Packing List
Basic Leaders Course (BLC)
TA-50 INDIVIDUAL CLOTHING & EQUIPMENT

#	Equipment Description	REQ	#	Equipment Description	REQ
1	OCP Uniform complete (see notation 3)	4SET	26	ASU (jacket/trousers, for male/female)	1EA
2	Set, Velcro nametag w/US Army (unless sewn on)	2EA	27	ASU Shirt/LS	1EA
3	Set, Velcro US Flag	2EA	28	ASU Shirt/SS	1EA
5	Set, Velcro Unit patch	2EA	29	Black Four Hand Tie (male)	1EA
6	Cap, Patrol w/nametag	1EA	30	Beret, Organizational (w/DUI)	1EA
7	Belt, Rigger, Tan/Coyote	1EA	31	Black Neck Tab (female)	1EA
8	Boots Combat, Tan/Coyote	2PR	32	Belt Web w/Brass Tip	1EA
9	Socks, Boot (Solid OD or Foliage Green, Brown or Black)	7EA	33	Buckle Solid Brass	1EA
10	Undershirt (Sand/Tan 499)	7EA	34	Shoes, Black Oxford (see notation 2)	1PR
11	Undergarments (neutral or solid colors)	7EA	35	Undershirt, White (male)	2EA
12	Brassieres (if applicable)	7EA	36	Socks, Dress Black	2PR
13	Leather Work Gloves Initial Issued (Foliage Green or Black)	1EA	37	Name Plate	2EA
14	Light Weight Wool Glove Liner (Foliage Green, Black, Brown)	2EA	38	All authorized awards & accoutrements (IAW with SRB)	1EA
15	APFU Jacket	1EA	39	Civilian attire, casual wear (if TDY)	2PR
17	APFU T Shirt Long Sleeved	2EA	40	Duffle Bag	1EA
18	APFU T Shirt Short Sleeved	2EA	41	Bags Barrack	1EA
19	APFU Trunks w/liner	2EA	42	Head Lamp or L Shape Flashlight (red/clear lens with 2 Sets of Batteries)	1EA
20	Socks, Athletic Calf or Crew Length (white or black)	7EA	43	Identification Card (CAC)	1EA
21	Running Shoes	1PR	44	Identification Tags with SM/LG Chain	1PR
22	Black Cap, Synthetic Micro Fleece	1EA	45	Meal Card (if applicable)	1EA
23	Towel Brown or Neutral Color	2EA	46	Personal Hygiene/Shaving Kit Complete	1EA
24	Wash Cloth Brown or Neutral Color	2EA	47	Tactical Back Pack or Assault Pack (foliage green, solid black, OCP pattern, coyote brown)	1EA
25	Level VI Wet/Cold Weather Jacket and Trousers	1PR	48	Camelbak (solid black, OCP pattern, coyote brown)	1EA

Seasonal/Cold Weather Clothing

(see notation 5)

ECWCS System

1	Level I Light Weight Undershirt & Drawers	2PR	9	ECW Gloves, Black Gortex & 2 sets of Inserts or the Cold Weather Flyer Gloves	1PR
2	Level II Mid Weight Shirt and Drawers	1PR	10	Cold Weather Boot Socks	7EA
3	Level III High Loft Fleece Jacket	1EA	11	Brown Cold Weather Boots CIF Issued	1PR
4	Level IV Wind Jacket	1EA	(See notation 5 for Fort Bliss cold weather months)		
5	Level V Soft Shell Cold Weather Jacket and Trousers	1PR			
6	Level VII Extreme Cold Weather Parka and Trouser	1PR			

7	Balaclava, Black Fleece or Wool	2EA			
8	Neck Gaiter CIF Issued	1EA			
Classroom Items			Suggested or Optional Items		
1	Composition Note books College or Wide ruled	3EA	1	Hangers Plastic or Wire	10EA
2	Computer Head Phones	1EA	2	Highlighter Markers (HI-LITER)	2EA
3	Protractor, GTA 05-02-012	1EA	3	Insect Repellent	1EA
4	Pencil, Mechanical .5mm	2EA	4	Sun Screen	1EA
5	Pens, Black	2EA	5	Sewing Kit Complete	1EA
6	Zip Lock Bags M/L	1BX	6	Dress Uniform Measurement Tool & Guide Book	1EA
7	Eye Glasses (if applicable)	2SET	7	Leaders Book Complete	1EA
8	Wrist Watch	1EA	8	Locks with two keys, or Combination Locks	3EA
9	Military Compass, Lensatic	1EA	9	Laundry Detergent Liquid, Powder or Pods	1PK
10	3X5 Note Cards	1PK	10	1-1/2 Inch Binder with Document Protectors	1SET
			11	Pocket Note Pad	1EA
<div>1. Army Service Uniform (ASU) must include 2 x name plates, branch insignia, all authorized ribbons and decorations, 2 x Unit Crests, Special Skill Badges/Combat Badges (if authorized). All items for Infantry personnel are authorized as well as Foreign Badges and Unit Awards. Marksmanship and Driver Badges are also authorized. Soldiers will arrive to BLC with their Dress Uniform properly fitted, clean, pressed and presentable, with all awards, decorations, badges, and name plates affixed.</div> <div>2. Students will bring the Oxford Low Quarter Dress Shoes for inspection purposes. Unit authorized footwear will be worn for graduation if conducted in the ASU.</div> <div>3. All students are required to have two complete sets of accoutrements for their OCP uniform; including Velcro unit patches, rank, nametapes and U.S. Army tapes, along with subdued skill and occupation badges (if applicable). The U.S. embroidered-colored insignia flag is the only authorized insignia. The U.S. Army & Name tapes, rank, and special skills badges MAY be sewn on uniforms as an alternative to Velcro insignias.</div> <div>4. All uniforms and uniform components brought for wear and layout purposes must be clean and serviceable. At no time will Soldiers bring uniforms or uniform components that are faded or have holes, rips, tears, stains, dirty and/or missing pieces of the component. Soldiers bringing unserviceable items to the packing list layout will not receive credit for the unserviceable item.</div> <div>5. Seasonal/Cold Weather clothing will only be required as part of the packing list from October – April during the cold weather months for Fort Bliss. Students are required to have all items on the packing list. If a student has not been issued the appropriate cold weather issued items from CIF, student will provide a copy of their clothing record from CIF showing proof of no issuance.</div>					

US ARMY NCO ACADEMY

UNIT PRE-EXECUTION CHECKLIST

(For use of this form, see TRADOC Regulation 350-18; Proponent is TRADOC G-3/5/7, TOMA)

Fillable form; may be printed and signed manually.

1. NAME:	<input style="width: 95%;" type="text"/>
2. UNIT:	<input style="width: 95%;" type="text"/>
3. COURSE TITLE:	<input style="width: 60%;" type="text"/> 4. REPORT DATE: <input style="width: 35%;" type="text"/>

Supervisor's Initials	Soldier's Initials	PART I- UNIT PRE-EXECUTION (Day-90 to Day-1)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Coordination between unit and school to identify the Soldier by name and reservation status?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier in receipt of read ahead packet, school/course information, and graduation requirements?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier completed prerequisite course/testing? (DA Form 1059 or other completion document)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	All required clothing/equipment in accordance with school/course information packet?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier meets physical readiness standards of AR 350-1? (APFT within 60 days)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier meets height/weight and body composition standards of AR 600-9?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier has Government Travel Card or adequate cash/traveler checks?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Individual orders received (10 copies)?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier has current periodic health assessment (PHA) and dental exam?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier meets physical qualifications for special skills as specified in AR 40-501?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier meets remaining Time in Service (TIS) requirement?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Transportation verified/DTS approved?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier has current/valid identification card?
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Soldier has ID tags (1 pair)?

Unit POC List:

Phone Number with Area Code

CDR Office: <input style="width: 95%;" type="text"/>	Other: <input style="width: 95%;" type="text"/>
1SG Office: <input style="width: 95%;" type="text"/>	Other: <input style="width: 95%;" type="text"/>
FTM Office: <input style="width: 95%;" type="text"/>	Other: <input style="width: 95%;" type="text"/>
Unit Fax: <input style="width: 100%;" type="text"/>	
1SG Email: <input style="width: 100%;" type="text"/>	
CSM Email: <input style="width: 100%;" type="text"/>	

PART II - ROUTINE PREREQUISITES												
TASK	REGULATION DATA					SOLDIER DATA						
Minimum Aptitude Score (if applicable)	CL	CO	EL	FA	GM	CL	CO	EL	FA	GM		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	GT	MM	OF	SC	ST	GT	MM	OF	SC	ST		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Key: CL-Clerical/ADMIN; CO-Combat/CMBT; EL-Electronic/ELEC; FA-Field Artillery/FA; GM-General Maintenance/MAINT; GT-General Technical/GT; MM-Mechanical Maintenance/MECH; OF-Operators & Food/FOOD; SC-Surveillance & Communication/COMM; ST-Skilled Technical/TECH												
Physical demand rating/profile (PULHES) *See Part III for PT profiles	P	U	L	H	E	S	P	U	L	H	E	S
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Key: P- Physical capacity/stamina; U- Upper extremities; L- Lower extremities; H- Hearing/ear; E- Eyes; S- Psychiatric												
Military and civilian vehicle operator license(s) (if applicable): Military license number: <input style="width: 150px;" type="text"/> Expiration date: <input style="width: 100px;" type="text"/> Civilian license number: <input style="width: 150px;" type="text"/> Expiration date: <input style="width: 100px;" type="text"/> State: <input style="width: 50px;" type="text"/>												

PART III- REQUIRED DOCUMENTS
Security clearance (if applicable, attach as required)
*Permanent profile attendees must have a signed copy of completed DA Form 3349; must include Army doctor-approved alternate aerobic event for APFT. Provide results of medical retention board (if applicable).
All required waivers (if applicable) <input style="width: 400px;" type="text"/>
Other requirements (if applicable) <input style="width: 400px;" type="text"/>
Other requirements of DA PAM 611-21 not previously listed: <input style="width: 350px;" type="text"/>
Other requirements (if applicable) <input style="width: 400px;" type="text"/>
Other requirements (if applicable) <input style="width: 400px;" type="text"/>
Other requirements (if applicable) <input style="width: 400px;" type="text"/>
Other requirements (if applicable) <input style="width: 400px;" type="text"/>
I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.
Student's Signature: <input style="width: 350px;" type="text"/>
I have reviewed the above Soldier's qualifications and potential to successfully complete this course, counseled them on these requirements, and hereby verify their readiness to attend.
Commanding Officer (typed name): <input style="width: 400px;" type="text"/>
Commanding Officer's Signature: <input style="width: 350px;" type="text"/>

STUDENT IN-PROCESSING FORM							
For use of this form see Fort Bliss NCOA BLC SOP, the proponent agency is TRADOC.							
PART I: STUDENT DATA							
1. BLC CLASS (10-15)		2. PLT/SQD (example 2/1)		3. STUDENT #		4. SCHOOL	
				Basic Leader Course			
5. NAME (LAST, FIRST, MI)			6. RANK (CIRCLE ONE)		7. MOS		8. DOB (ex: 1990-11-30)
			SPC CPL SGT SSG				
9. UNIT (Format: Company / Battalion / Brigade) example D CO / 4-6 IN / 4-1 AD							
10. INSTALLATION		11. STATE	12. ZIP	14.) PREVIOUS HOT WEATHER INJURY <input type="checkbox"/> Yes <input type="checkbox"/> No		15.) PREVIOUS COLD WEATHER INJURY <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. COMPONENT <input type="checkbox"/> RA <input type="checkbox"/> USAR <input type="checkbox"/> ARNG Regular Army Army Reserves National Guard			17. Time in Service (MONTHS ONLY)		18. TIME IN GRADE (MONTHS ONLY)		
19. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single			Do you have a Temporary Profile? 20.) <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a Permanent Profile? 21.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
21a. Profile Limitations:			22. SERIOUS ALLERGY? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF "Yes" for 22 what type of Allergy		
23. College Education Level <input type="checkbox"/> MBA <input type="checkbox"/> JD <input type="checkbox"/> BS <input type="checkbox"/> AS <input type="checkbox"/> 5 yr <input type="checkbox"/> 4 yr <input type="checkbox"/> 3 yr <input type="checkbox"/> 2 yr <input type="checkbox"/> 1 yr <input type="checkbox"/> n/a						24. High School Ed Level <input type="checkbox"/> HS <input type="checkbox"/> GED	
25. Have you ever attended WLC before? <input type="checkbox"/> Yes <input type="checkbox"/> No		26. If you answered "yes" to Q25 where did you attend and what month/year did you attend? <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			27. Number of Deployments		
PART II: UNIT CONTACT INFORMATION							
28. Sponsor: Rank First Name Last Name				29. Sponsor Contact Number ()			
30. Unit First Sergeant: Rank First Name Last Name				31. Unit First Sergeant Contact Number ()			
32. Sergeant Major Name(BN Level) Rank Last Name				33. Parent Unit Staff Duty Phone Number:			
34. <u>STUDENT(YOUR) CONTACT NUMBER</u>				35. Enterprise Email Address .mil@mail.mil		36. SIGNATURE	
PART III: Computer Access/CAC Verification							
1. SM has a Ft Bliss computer account that was established by your unit S-6							
2. SM has a valid and active pin for their CAC (Common Access Card), and has verified they have the ability to log onto a computer with their CAC (Common Access Card)							
3. SM has completed all computer access requirements and has been verified by the student's Chain of Command. All certificates are up to date and will not expire before or during the Soldier's attendance at BLC. The following training has been completed and documentation can be provided to the Ft Bliss NCO Academy upon request:							
Ft Bliss Acceptable Use Policy (http://usasma.armylive.dodlive.mil/?page_id=310) Cyber Awareness Challenge Exam (https://ia.signal.army.mil) Army G3 Computer Security Training (https://ia.signal.army.mil)							
Computer Access/CAC Validated by unit First Sergeant signature						37. Unit First Sergeant Signature	
NCOA USE ONLY							
PEC: <input type="text"/>		705: <input type="text"/>		5500/1: <input type="text"/>			
BLC PL: <input type="text"/>		MC: <input type="text"/>		ID: <input type="text"/>		ERB: <input type="text"/> SSD: <input type="text"/>	
Checked by: <input type="text"/>		PHA: <input type="text"/>					

FB WLC FORM 3-2, JUN2015

US ARMY NCO ACADEMY

